

JOB OPPORTUNITY

Job Opportunity Bulletin: #06-294

Final Filing Date: July 4, 2007 or
Until Filled

Position:

Accountant I (Specialist)

Salary:

\$2,776-\$3,373

Location:

Office of Statewide Health Planning and
Development
Division of Admin., Fiscal & Staff Serv.
1600 9th Street, Room 450
Sacramento, CA 95814

General Statement of Duties:

Under the supervision of the Senior Accounting Officer Supervisor, the Accountant I will perform semi-professional accounting work in the establishment and maintenance of accounts and records for specialized agency activities. We are seeking a highly motivated individual with excellent interpersonal skills. If you are looking for a fast-paced, challenging team environment, we may be just right for you.

Duties:

- Reconciles all reimbursement accounts for OSHPD and prepare requests monthly, quarterly or annual invoices as required by the reimbursement contracts. Take appropriate action to resolve reconciling items.
- Establishes and maintains accounts receivable records and corresponding general ledger accounts for reimbursements, abatements, dishonored checks, and revenues. Initiates collection activities in accordance with the State Administrative Manual for past due receivables.
- Prepare monthly reconciliation of OSHPD's General Checking Account analyze and correct reconciling items. Maintain uncashed stale dated checks, prepare transactions to cancel checks and record checks into the appropriate escheat revenue account.
- Establishes and maintain amortization schedules for the Health Professions Education Foundations breach contract loan repayments. Reviews open loans for past due status.

Desirable Qualifications:

In appraising experience, weight will be given to the following factors:

- Possess excellent organizational skills and attention to detail.
- Experience with Microsoft applications with an emphasis on Excel and Word.
- Excellent written, oral and interpersonal communication skills.
- Ability to handle multiple priorities and deadlines.
- Reflect the Mission and Values of OSHPD

Who May Apply:

Applications will be accepted from currently in this classification or individuals who have list, transfer or reinstatement eligibility. Only the most qualified candidates will be interviewed. Appointments are subject to SROA and State surplus policies.

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450
Sacramento, CA 95814

— An Equal Opportunity Employer

Interested parties should submit a State Examination and/or Employment Application, STD-678 and a resume to:

Office of Statewide Health Planning and Development
Attn: Jacquie Hicks Johnson (**Job#06-294**)
1600 9th Street, RM 450
Sacramento, CA 95814

For more information contact Jacquie Hicks Phone: (916) 654-3544, FAX: (916) 654-3200, E-mail: Jjohnson@oshpd.state.ca.us

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

